

University of Massachusetts
Laboratory Safety Coordinators
Minutes of December 7 Meeting
Draper Hall 102

Present: Cole Tucker, Ryan Feyrer, Francis Caron, Ruth Witkowsky, David Finkelstein, Phyllis Berman, Kim Howell, Jim Hanchett, Sally Ives, Joe Smith, Sherry Webb-Yagodzinski, Manju Sharma, James Hanchett, Erika Hamilton, Al Rakouskas, Adrian Parsegian, Kim Howell, Becky Lawlor, Andy Danylchuk, Jean Alamed, Glenda Pons, Yung Morgan, Jim Field.

1. Review of last month's minutes: The group approved of the minutes.
2. **CEMS presentations by Glenda Pons:** Glenda gave a presentation on the functions of CEMS on Campus. 1600 packages were delivered to the labs in September and there seems to be no letting up.
 - a. The difference between "ship to" and "bill to" address need to be clearly understood
 - b. Package deliveries: someone has to be physically present for packages to be delivered to the labs and a signature is required.
 - c. Lab chemicals moves: Glenda emphasized the importance of notifying her about any lab chemicals move: laboratory renovations or professors retiring.
 - d. Lab door cards need to be updated only if there is a change of occupation in the lab or if the Principal Investigator has changed. People who are listed on the door card need to have gone through lab safety trainings as EPA inspections did check for this at their last inspection (10 years ago).
 - e. Lab assessments: Glenda's group is assessing laboratories. These are just a few items they are looking for: proper hazardous waste packaging, PPE, housekeeping and weekly eyewash checks.
 - f. Disposal of chemicals: when chemicals are disposed, barcodes need to be removed and stickered on a form to be picked up by CEMS.
3. **Hazardous waste and shipping hazardous materials:** Jim Field.
 - a. Jim presented a hazardous waste poster which will be affixed in all the laboratories
 - b. Hazardous waste checklist: need to be checked off weekly. There is no need to keep them more than one year.
 - c. Shipping hazardous materials: Dry ice is considered dangerous goods, however gel packs are not. Encourage researchers to use gel packs instead. Dry ice in less than 5lbs bags is considered dangerous goods by FedEx but not by UPS.
 - d. To ship hazardous materials: fill out intent to ship form. The more information as you can list on the packaging would create fewer problems down the road. EHS will provide the packaging materials and notify CHEMTRAK®. Do not put: "diagnostic specimen", specify the class of biological specimen.
4. Meeting adjourns.

Next meeting will be on Wednesday January 4 2012. Happy New Year!